CHAPTER IX.

Bicycles and Accessories.

193. Bicycles and their accessories required by all officers of the Government of Bombay are stocked and supplied by the Stationery Office free of charge when required.

Government Resolution, General Department, No. 2152, dated 12th April 1926.

Government Resolution, General Department, No. 2152, dated 23rd September 1926.

Government Resolution, General Department, No. 2152, dated 24th September 1929.

Government Resolution, Finance Department, No. 6772, dated 8th November 1930.

194. *Supply of bicycles for the first time.*—Bicycles required by officers for the first time shall be supplied by the Superintendent, Government Printing and Stationery, only on receipt of the necessary sanction of Government.

195. *Bicycles required to replace old ones.*—No new bicycle shall be supplied in lieu of an old one in use unless it is first examined on the spot by an expert. Officers who desire to replace their old office bicycles should furnish the following details to the Superintendent, Government Printing and Stationery, while sending a requisition for a new bicycle:—

(1) The date of purchase of the bicycle in use ;

(2) The reasons for replacement ;

(3) Dates when previously repaired and the total cost paid on its repairs up to date.

196. *Inspection of old bicycles and their repairs.*—Old bicycles in all Government offices in the City of Bombay (except the Police Department) which are considered to be unsuitable for further use should first be sent to the Superintendent, Government Printing and Stationery, for being thoroughly examined with a view to see if they can be repaired at a reasonable cost and made useful for service for a couple of years more. If they are considered worth repairs, they will be repaired by the Stationery Office and returned to the officers.

197. *Bicycles of the Police Department.*—In the case of the Police Department, however, which requires a large number of bicycles, the Chief Civil Master Armourer examines periodically all the bicycles in use in the Districts and repairs them wherever possible. If any of the bicycles are condemned by this officer for further use, new bicycle is supplied by the Superintendent, Government Printing and Stationery, on receipt of a report to that effect from the District Superintendent of Police.

198. *Bicycles in other offices of Government.*—Old bicycles in use in other offices of Government in the Province might be condemned by the Superintendent, Government Printing and Stationery, in view of the report and particulars furnished by the officer as specified in paragraph 195 above.

199. *Payment of cost on repairs.*—The cost incurred by the Stationery office on new and additional parts and accessories used and the cost of labour involved on the repairs shall be debited to the officer concerned in the annual accounts of the Stationery office.

200. *Supply of new bicycles in place of old bicycles condemned.*—New bicycles from the stock available at the Stationery Office shall be supplied free of charge in lieu of old bicycles condemned for further use. Each machine will be packed in a wooden crate and forwarded by passenger train or steamer, freight "to pay" by the indenting officer. A supplementary indent will be prepared by the stationery office in such cases and forwarded to the officer along with the railway/steamer receipt for signature and return as an acknowledgment for audit purposes for the receipt of the bicycle in perfect order.

201. *Parts and Accessories.*—The General Post Office pattern bicycles which were approved by Government were previously procured from the Director General of Stores, India Office, London, on indent and kept in stock by the stationery office for supply to indenting officers. The stock of parts and accessories maintained was therefore mostly of the type suitable for these machines. Subsequently, however, strong but cheap bicycles similar to those selected by the Indian Stores Department, are being stocked. These "Hercules" model bicycles are found to be quite suitable for the use of Government peons and orderlies. The parts now stocked by the stationery office are therefore of the type suitable for these bicycles. Parts and accessories suitable for other standard makes of bicycles such as "B. S. A.", "Raleigh", etc., which are also supplied to some officers under special orders of Government, may also be obtained from the stationery office when required.

202. *Petty repairs to be carried out locally.*—Returning of old bicycles (broken through accidents, damaged by fair wear and tear or through other causes) to the Bombay stationery office and their retransmission to the officers to their destinations after thorough repairs generally involved great delay and expense on packing and freight both ways and in consequence causes much inconvenience to the officer. Government, therefore, in their Resolution, Political Department, No. 6772, dated 21st January 1932, have permitted local repairs in such cases and the officers may have these carried out departmentally locally, if possible, and paid for from their contract grants. The parts and accessories required for carrying out such repairs should, however, be obtained from the stationery office, Bombay, when required. The old parts removed by the local repairers should be preserved and sold by auction at the end of the year, crediting the sale proceeds to Government.

203. *Maintenance of a reserved stock of parts and accessories.*—Officers who have a large number of bicycles in use have always to carry out petty repairs locally. A small stock of parts and accessories of common requirements and sufficient to last for about six months should, therefore, be obtained by the officers from the stationery office for prompt use when needed. This shall minimise the payment of higher prices locally for small requirements and shall save considerable transit charges on packing and freight in sending the bicycles to the stationery office at Bombay and back to destination duly repaired.

204. *Requisition for proper accessories.*—Bicycles of several patterns other than those supplied by the stationery office are in use in some offices of Government. The indenting officers shall, therefore, clearly state in their requisitions on the stationery office, the particular make of bicycle in use and for which the parts and accessories indented for are required. This will enable the stationery office to supply articles of a correct description.

205. *Cycles for camp use.*—Government have directed that all bicycles in use in the several departments of the Bombay Secretariat should be sent to the stationery office in good time for necessary overhauling and repairs before the next Camp season begins and Government assembles at Poona. All Secretariat Departments should, therefore, arrange to send their office bicycles to the stationery office accordingly in time for overhaul and repairs.

206. *Government sanction necessary.*—Provision in the budget estimates on account of the supply of bicycles required by officers for the first time shall not be treated as a sanction to their purchase, but that specific orders of Government in the administrative Department concerned shall be obtained by the indenting officer and the Superintendent, Government Printing and Stationery, Bombay, informed to that effect.

207. *Purchase of tyres, tubes, etc.*—Tyres, tubes, etc., which can be procured through the Indian Stores Department at rate contracts accepted by that department are invariably obtained from that source and kept in stock by the stationery office. Other accessories are purchased locally as and when required after obtaining competitive quotations with samples from local agents and dealers in the City of Bombay and elsewhere and endeavours are made to secure articles of Indian manufacture as far as possible.

208. *Maintenance of Bicycles.*—It is the duty of the peon or orderly who uses the bicycle to frequently clean and oil the bicycle at least once in a fortnight in order to keep it running in good condition. Heads of offices should, therefore, entrust the supervision of their office bicycles to a responsible person who shall often inspect the bicycles and get them cleaned, oiled and adjusted by the peons or orderlies concerned, without further deterioration.

209. *Sizes of the tyres and tubes.*—The "Hercules" bicycles now stocked and supplied by the stationery office are fitted with wired on tyres of the

size 28″ × 1½″ and the size of the tubes also is 28″ × 1½″. Bicycles of other standard makes such as "Raleigh", "B. S. A.", however, require tyres and tubes of a different size and description, i.e., wired on or beaded of the size 28″ × 1¾″ or 28″ × 1½″. Indenting officers should, therefore, furnish in their requisitions on the stationery office full details of their requirements to enable that office to make supplies of a correct description.

210. *Disposal of old bicycles.*—Old bicycles condemned by officers locally need not be returned to the stationery office. They may be sold by auction and the sale proceeds credited to Government under the head "XLV—Stationery and Printing."

211. *Form of indent for accessories.*—The stationery office maintains a stock of printed form (Special Stationery No. 8 in the Appendix XII) and these shall be supplied to officers on requisition when required. Demands in a letter form for a few items only shall also be admitted for compliance. The letters in original thus received shall be treated as indents for the purpose of supplying the articles asked for and shall be returned to the indenting officer along with the railway or steamer receipt for retransmission to the stationery office, duly signed as an acknowledgment for audit purposes for the receipt of the supply sent to him.